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ABSTRACT

This booklet is prepared for the graduate community with the intent of helping students find employment at the end of their studies. Some information is specific to the University of Washington, but much could be used by graduate students of any institution. Resources within the community as well as within the university are outlined, and techniques for finding jobs are described: resume writing, letter writing, the job interview, jobs in higher education, government jobs, and one's rights as a job-seeker (fair and unfair pre-employment inquiries). Information is supplied by University of Washington departments about employment in those professional fields. The information includes job possibilities, job advertising sources, professional societies in the field, and other relevant information. (MSE)

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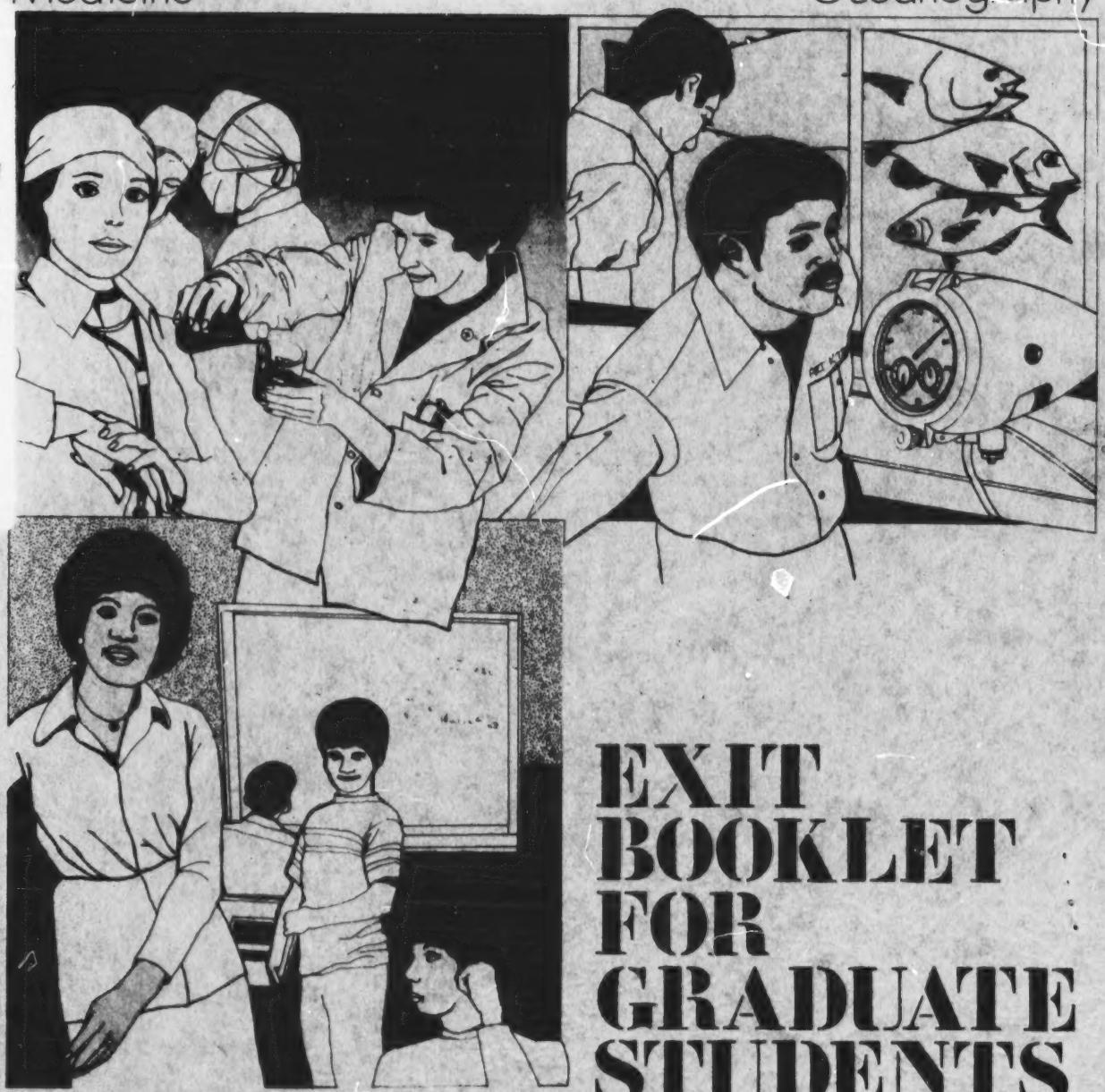

Education

EXIT BOOKLET FOR GRADUATE STUDENTS

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HOW TO FIND A JOB: EXIT BOOKLET FOR GRADUATE STUDENTS

A Cooperative Effort By

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Office of Affirmative Action For Women

Graduate & Professional Student Senate

The Graduate School

The Placement Center

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PERCENTAGE OF 1975 Ph.D. RECIPIENTS, ALL U.S. UNIVERSITIES, STILL SEEKING EMPLOYMENT OR POST-DOCTORATE STUDY SIX MONTHS AFTER COMPLETION OF DEGREE

TABLE 1

BY ETHNIC OR RACIAL GROUP*

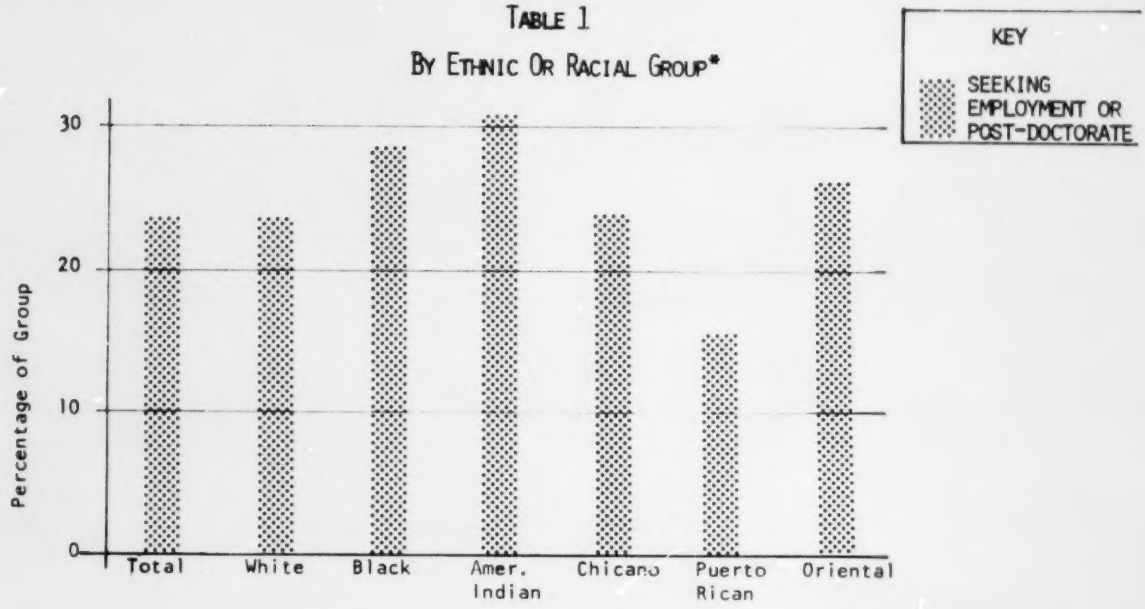
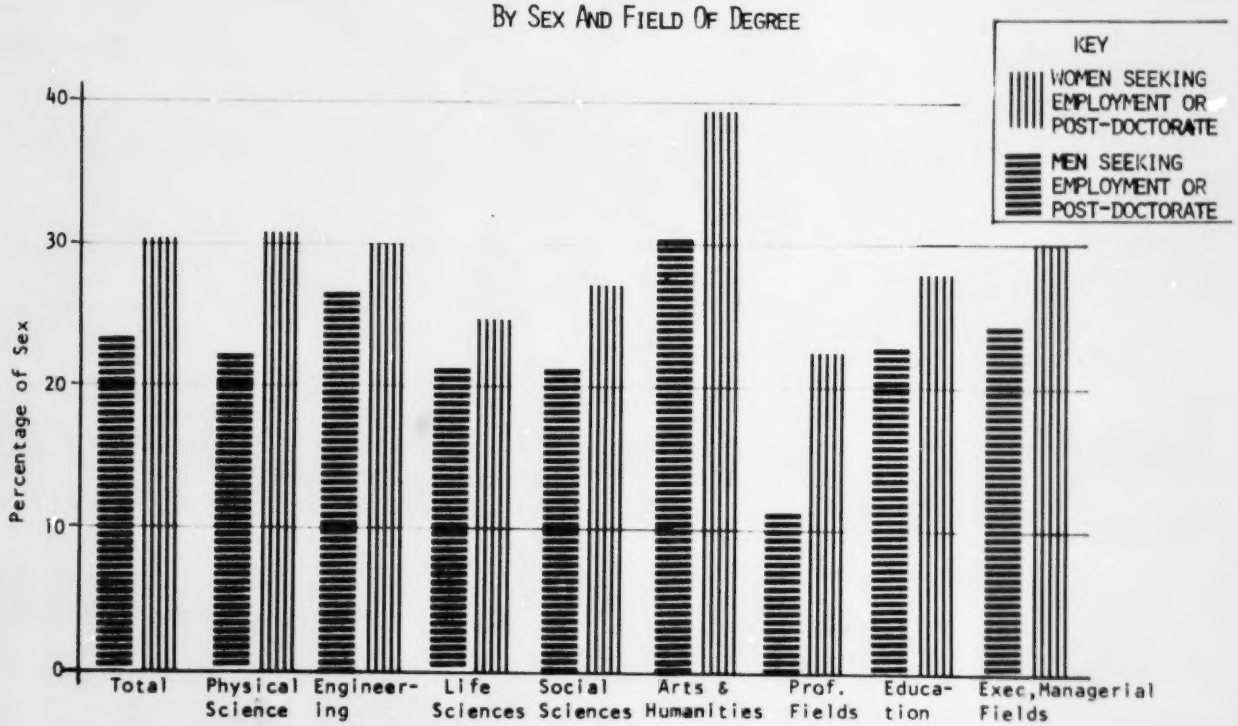


TABLE 2

BY SEX AND FIELD OF DEGREE



*Based on U.S. Citizenship only

Data from Summary Report 1975
Doctorate Recipients from U. S. Universities
National Academy of Sciences

INTRODUCTION

This booklet is offered to the graduate community with the intent of helping students find employment at the end of their studies. This is not an easy time for finding work. There is high unemployment in general, and many of the fields traditionally open to persons with graduate degrees have been especially hard hit. Tables 1 and 2 on the opposite page show the national percentage of 1975 Ph.D. recipients still seeking employment or post-doctorate positions six months after graduation. It is obvious from the figures that affirmative action is not the cause of high unemployment (or employment) for any given group; rather, there is a generally poor employment picture with women and minorities still more likely to be unemployed.

The keys to finding employment under present conditions are flexibility and inventiveness. Many of you will need to restructure your goals. You will need to consider all the possible uses of your education and what your acquired skills mean in a more general application than that of the University setting. You are likely to find yourself searching for work in industry and government where, for example, writing skills will be of more interest than techniques of literary criticism.

Included here are resources both on and off campus and in book form that can help you make the necessary adjustments and optimize your chances of finding "non-traditional" employment. With imagination, hard work and hopefully a little help from us, you should be able to successfully make the transition from graduate work to full-time employment.

Helen Remick, Director
Affirmative Action for Women
University of Washington

FINISHING AN ADVANCED DEGREE

Graduate students are responsible for obtaining and reading the Manual of Requirements for the Preparation of Theses and Dissertations before submitting their final work. Published by the Graduate School Office, the manual outlines the specific requirements for theses and dissertations. (The following information with reference to theses applies to dissertations as well.)

A graduate faculty rule requires that all theses must be submitted to the Graduate School Office not less than two weeks before the end of the quarter the candidate expects to receive the degree.

If the work is completed at the end of the quarter, after the two-week deadline, the degree is then conferred for the following quarter. All work must be submitted before the end of the quarter, however, to avoid paying tuition for the next quarter.

The requirement manual offers a checklist for submission of work, and additional information is available at the office. Drafts and samples may also be presented to the office for preliminary approval of style and format.

If you plan to have your dissertation microfilmed, there is a $30 publishing fee. A copyright fee, if necessary, costs an additional $20, and both are paid at the Student Accounts Office. Other fees are listed in the manual. Receipts must be presented with the dissertation.

Graduate students must also be sure certain documents are filled out before completing their work, such as a survey of earned doctorates, a microfilm agreement, graduate school questionnaire and diploma card.

The guidelines for submitting work must be met with no exceptions. Mistakes such as unspecified margins and use of improper typing paper can result in thesis rejections. The requirements manual outlines each necessity to the letter and offers sample pages of items to be included. Be sure not to use theses-aid manuals which may be out-of-date; the most recent and accurate manual is the official one from the Graduate School Office.

Students must submit their applications for the Masters degree two weeks into the quarter in which they expect to receive them. They cannot apply before that time, but must do so only within this two-week period. The application will automatically carry over to the following quarter if the work is not completed as expected, but the application is valid only until the next quarter.

FINISHING AN ADVANCED DEGREE (CONT)

Doctoral candidates taking general and final exams must notify their committees and the Graduate School two weeks in advanced of the exam dates. Students completing degrees which require final projects not considered theses or dissertations should consult the department advisors for detailed guidelines.

Students are notified by mail whether their degree applications have been approved. It is advisable, however, to double-check with departments to insure that all requirements and steps have been satisfactorily completed.

GPSS

The Graduate and Professional Student Senate (GPSS) represents the interests of a broad spectrum of graduate and professional students by having representation from each degree-granting unit in the University. The main purpose of the GPSS is to better the quality of life for graduate and professional students during the time of their career at the University of Washington.

Ongoing concerns of the GPSS include improvements of instructional quality, maintenance of academic freedom for graduate students, developing University responsiveness to graduate student needs and concerns, and support of affirmative action.

If you or your departmental organization have grievances with respect to supervisory committees, grades, departmental decision-making procedures or harassment by faculty, and you need information and/or assistance, give us a call (543-8576).

We are co-sponsoring the Exit Booklet and we hope this will serve as a counterpart to our "Guide to Graduate Life."

HOW TO PREPARE FOR WORLD OF WORK

Graduate students are advised to begin job-hunting the year they are exiting, but they should begin to "get in touch" with the job market early in their graduate work. Counselors encourage students to establish why they are pursuing a particular degree and to be aware of their job alternatives. Professional conventions take place as much as nine months before spring graduation, and most summer jobs are filled by late December. Some academic job listings appear as early as September for the following years, but the bulk of recruiting occurs during winter and spring quarters. For business and government positions, heaviest recruiting on campus takes place fall and winter quarters with some recruiting spring quarter.

The following pages describe many of the resources available to you and outline the major parts of a job-search.

PLACEMENT CENTER

The Placement Center, located in 301 Loew Hall, offers placement services which are designed to aid students and alumni in finding suitable employment by helping them develop effective job-search campaigns and by providing useful information so that they may make sound career decisions. Students must register to use these services, and alumni must pay an annual registration fee. Certain services require the payment of a fee.

The Placement Center offers services to students and alumni in engineering, business, education, librarianship, liberal arts, and others who wish to use it. Placement services for health and law students and alumni are provided by those departments. The Placement Center includes the Minority Job Placement Program which offers placement services to students of color who wish to make use of that program.

Orientations to the Placement Center are conducted throughout the fall, winter and spring quarters. These sessions explain what services are available and how to make the best use of them. Students are urged to sign up for orientation sessions because the size of groups is limited. Students who wish to participate in campus interviews must attend an orientation session.

Job-Search Seminars are offered throughout the year. Topics include: writing letters of application and resumes, interview techniques, systematizing the search, follow-up procedures, and special information concerning the job market. Sign up for these seminars.

Campus Interviews for business, industry and government are held mainly during autumn and winter quarters. Education recruiting on campus is limited and usually held during spring quarter. Some graduate schools recruit, primarily during autumn and winter. Minority-only recruiting is scheduled in winter and spring quarters. Some intern and cooperative work experience interviews are held in the Placement Center.

Job Listings are posted for positions in engineering, business sales, technical, physical and biological sciences, education, government, and social agencies. Summer job openings and permanent part-time positions are also posted.

Job Opportunity Bulletins are available, listing vacancies in public schools, higher education, educational administration, librarianship, overseas, and in business and government agencies. These are mailed directly to your address for a prepaid fee.

PLACEMENT CENTER (CONT)

Career Information, which includes company brochures and annual reports and some job descriptions, are available for perusal in the career information area. Counselors may have other materials available on loan. Placement Center materials available upon request include information about resume writing, discrimination, employer addresses, company and government application materials, etc. Don't overlook departmental and university libraries and local libraries as additional sources of information.

Counseling on a one-to-one basis or in small groups is available. This counseling should follow after having attended an orientation so that you may make the best use of counselor time. Counselors can provide additional information about companies, may critique resume and application letters, placement file evaluations, and answer more specific questions.

Placement and graduate school files may be established for a fee. Files may be either confidential or nonconfidential. Placement files are recommended for those interested in pursuing careers in education at any level. They are not recommended for careers in business, engineering or government. The graduate school files are not appropriate for persons pursuing graduate study in medicine, dentistry or law, but do cover all other graduate schools.

Open resume service is available upon request of students and alumni. This provides potential employers an opportunity to peruse your resume for employment consideration. They are not available to companies who wish to use them to gain lists of potential purchasers or sales contacts. This service includes affirmative action files for minorities and the handicapped.

Outreach is an attempt to provide special informational programs and advisory assistance to departments on campus and local groups that wish to learn about the job market and how to package oneself for the world of work. Alternative Careers, Women's Career Information Days, Federal Career Days, and Minority Career Awareness Days are sponsored by the Placement Center each year. Watch The Daily for Placement Center ads. In addition, two periodic student newsletters are published, Job Line and the Minority Placement Program Newsletter, which provide up-to-date information about developments in areas such as hiring trends, salary offers, and suggestions about job-hunting strategy.

FINDING A JOB IN THE BUSINESS COMMUNITY

Perhaps the most specialized operation handling job opportunities is the State of Washington Employment Security Department. It sometimes does not have a wide range of job listings at the professional level but offers daily job-search seminars and supplies information on other job programs within private industry and government.

Sea-VEST (Seattle Volunteer Employment Service Team), designed specifically for unemployed professionals, offers a free 16 hour seminar on job seeking techniques, a national referral system, job listings and a resource library. The service is staffed on a volunteer basis by those who participate in the program (the volunteer commitment is 3 hours per month).

The Small Business Administration sponsors a free "Start Your Own Small Business" session through Seattle Public Libraries and some colleges. Held monthly, the day-long workshops have small business experts on hand to address financial issues in planning and taxes and to provide resource lists for starting a small business.

For a listing of other on-going business and job seminars, consult "Business Seminars" in the business section of the Sunday Seattle Times.

There are two main types of private employment agencies, differentiated by who pays employment fees. When an agency advertises itself as charging no fee for placement services, the employer pays a fee to the agency to find a suitable employee; these agencies usually require that the applicant have some relevant work experience. In employee-fee agencies, the person looking for work pays a percentage of first year's salary to the agency (sometimes as high as 10%) upon accepting a job. A word of caution: do not sign a contract with any employment agency until you have carefully read and thouroughly understand it. Fees and contracts terms vary widely.

RESUME WRITING

Resumes usually introduce you to a potential employer and must, therefore, be prepared with care. A recent study showed companies on the average sent out only one invitation to an interview for every 245 resumes they received. Not all companies follow that standard, but it is recommended that you send resumes to several organizations and companies.

Your resume must sell your talents and should be designed to highlight information that answers the needs of a particular job. For this reason, you might want to design two or three specialized resumes. The resume should be visually attractive and appealing, and its outline concise.

The first step in writing your resume is to do a self-assessment. Include skills and abilities, strengths, accomplishments. Make a complete list of work experience, student and community volunteer activity, education, and personal experience including dates, places, and a description of what you did. From this assessment, choose those items that relate most effectively to your desired job area and include them in your resume. Emphasize strengths, accomplishments, and responsibilities--what you did in your job or community that was innovative, showed dependability, competency, and/or a willingness and ability to learn and to work hard.

The following guides were prepared by the Placement Center and give examples of two possible formats. The best guide to format is to construct a resume with which you feel comfortable.

General Comments:

1. Length: As a general rule, your resume should be only one page in length.
2. General: Your resume must be neat, clean and clearly organized. Avoid using personal pronouns. It is not necessary to include information that might be misinterpreted and thereby preclude a personal interview, i.e., reasons for leaving a position. Include willingness to relocate.
3. Proofread carefully for spelling, grammar and punctuation.
4. Information on religious affiliations, marital status, number of children, state of health, height and weight, references and salary requests should be omitted.

RESUME WRITING (CONT)

Chronological Format:

Heading: Include full name, address, zip code and area code.

Objective: A career objective should be included on your resume or in an accompanying letter. It should be a clear statement of your goals and objectives with an orientation to what you have to offer the prospective employer. You may wish to discuss this with your Placement Center counselor.

Education: List (most recent first) college, degree, major and GPA if exceptional.

Work Experience: (Most recent position first) List company, city, and state, and job titles and dates. Describe briefly what you did.

Activities: Campus organizations, volunteer work. List offices held, committee participation and projects and describe what you did.

Special skills/abilities/accomplishments: Foreign languages, special life experiences such as travel, honors, athletics, scholarships, certificates or licenses, and publications may be included under separate headings or in relevant areas, e.g., honors under education.

Military: If you military experience is pertinent to the job for which you are applying, list the assignments/responsibilities, etc. Otherwise, list only branch of service, dates, and occupational specialty.

Personal Information: This category is completely optional. It may include your birthdate, special interests, hobbies, and/or abilities.

References: Include statement that references will be furnished on request.

Functional Format:

Heading: Include full name, address, zip code and area code.

Objective: A career objective should be included on your resume or in an accompanying letter. It should be a clear statement of your goals and objectives with an orientation to what you have to offer the prospective employer. You may wish to discuss this with your Placement Center counselor.

Education: List (most recent first) college, degree, major, and GPA if exceptional.

Job Skills: For each of the job aspects listed in your objective, list a descriptive title (e.g. Technical Writing) and write a short paragraph describing what you have done to gain this skill and what you can do in this area. Include both paid and unpaid experience.

Professional Experience: List only work experience relevant to the job you are ap ying for, most recent first. List company, city, and state, job titles and dates. Do not describe job; that information is included above.

References: Include statement that references will be furnished on request.

Functional Resumes are difficult but often very effective. We suggest you consult the Placement Center or one of the reference books for help with this style.

RESUME WRITING (CONT)

Cover letters are your first introduction to an employer and may determine whether the reader will go on to your resume or pass it up. Name the position you are inquiring about and where you heard about it. If mutual acquaintances helped you make contact with the employer, now is the time to mention the names. Indicate your qualifications for the job and why you are interested. Point out related experience you've had. Conclude by requesting an interview, and indicate a time when you will call the employer to confirm arrangements. If you request additional information, include a self-addressed, stamped envelope. Make sure your closing remarks initiate a specific action pursuant to your letter.

Most important, make your cover letter and resume as concise as possible. Long-winded statements and lengtny documents seldom get read through by employers. The cover letter should be no more than a page long, and the resume no more than two--preferably only one. Use the examples attached or the reference sources (page) for other examples and suggestions.

SUGGESTED FORMULA FOR LETTER OF APPLICATION OR FURTHER INFORMATION

Your present address
City, State, Zip Code
Date of Writing

Name of Individual
Title of Individual
Company or Organization Name
Street Address or P.O. Box Number
City, State, Zip Code

Dear Ms/Mr. Individual:

Tell why you are writing; name the position, or field, or general vocational area about which you are asking. Tell how you heard of the opening or organization.

Mention one or two qualifications you think would be of greatest interest to the employer, slanting your remarks to his/her point of view. Tell why you are particularly interested in this company, location, or type of work. If you have had related experience, or specialized training, be sure to point it out. Refer the reader to the enclosed resume.

Close by making a specific request for an interview, suggesting date and time, and indicate that you will phone the day before (when you reach the city, for instance) for a confirmation of the appointment unless you hear beforehand that the reader does not wish an interview. If, instead of wanting an interview, your request was for further information concerning the opening, it would be polite to enclose a self-addressed, stamped envelope. Make sure your closing is not vague, but makes a specific action from the reader likely.

Sincerely,

(Your handwritten signature)

Type your name

Enclosures

THE JOB INTERVIEW

Many "How To" articles and books include job interview tips: There are some general suggestions important to remember.

1. DO YOUR HOMEWORK.
   a. Know yourself. Do a functional analysis of your skills and abilities -- especially those that relate or transfer to the position for which you are applying.
   b. Know the functions of the job for which you are applying. Read the job description carefully.
   c. Know about the company or agency and what it does. Read the annual report and any other available information.
2. LOOK PROFESSIONAL.
   Be neat, clean and perfectly groomed. You might even set aside an "interview uniform," something you always keep in readiness that you feel good in, and look good in too.
3. UNDERSTAND THE INTERVIEW PROCESS.
   a. Opening - introductions, general comments. May include job or company overview by the interviewer.
   b. Questions - from interviewer about you.
   c. Selling - your chance to sell yourself by talking about your abilities and skills that relate to the position. Ask questions based on your research of the company/position.
   d. Closing - restate your interest and feelings of qualifications. Arrange for a decision process. Smile and act confident.
4. KEEP a file of your applications and interviews. Assess each interview so that it becomes a learning process.

OTHER SOURCES OF INFORMATION

There are many books out on how to find work. We recommend the following:

Career Guide to Professional Associations. A directory of organizations, by occupational field. The Carroll Press, 1976. $8.95

Chronicle of Higher Education. Washington, D. C. Weekly newspaper with extensive listings of academic and administrative vacancies nationwide.

Go Hire Yourself An Employer, Richard K. Irish. New York, Doubleday Anchor Books, 1973. Dedicated to "everyone who at one time or another is told 'You are too young, old, qualified, unqualified, experienced, inexperienced, beautiful, plain, expensive, educated, or too damn good' for the job...." Useful in resume preparation and interviewing.

Job Opportunity Bulletins. Weekly listings of professional openings in education, business and government institutions published by the Univ. of Washington Placement Center, 301 Loew Hall. Available to departments, mailed to UW students and alumni for a yearly fee.

Part-Time Careers in Seattle. Edited by Jean B. Leed. Focus on Part-time Careers, Inc. 1976.

The Woman's Guide To Starting A Business. Claudia Jessup and Genie Chipps. Holt Paperback, 1976. $4.95.

What Color Is Your Parachute? A Practical Manual for Job-Hunters and Career-Changers. Richard N. Bolles. Ten Speed Press, 1973. Useful advice on the pitfalls and secrets of successful job hunting; includes a section on self-assessment. Very good.

These are in paperback and are available in local bookstores, the Placement Center and the library. Some are written "for women"; the information contained in them is in fact applicable to both men and women. The library and Placement Center have many more resources; check them out.

Curricula Vitae

Resumes are used to apply for most kinds of work and have some flexibility in form; curricula vitae* are used only for applying for positions in higher education (teaching or research) and are expected to include a fairly standard sort of information. It is suggested that your vita draft follow the example on page ; then check with faculty members in your department for peculiarities in your particular field before typing a final copy. Your vita should be neatly typed and spaced (pay to have it typed if necessary). It is often your first contact with prospective employers and can determine whether there will be further contact. You may need to change the format if you are applying to more than one type of institution.

DIFFERENCES AMONG TYPES OF INSTITUTIONS

Research Institutions. Teaching loads are usually light: about twenty to thirty quarter units per year exclusive of directions of dissertation and independent student study (the lighter the load, the more emphasis on research). Job negotiations would include sufficient laboratory space in appropriate disciplines. Heavy emphasis at tenure decision time is clearly on one's publication record. These are the high prestige, high pressure institutions.

Teaching Institutions. Teaching loads are heavier: usually about 36 quarter units per year. One does not go to such an institution expecting to make major research contributions; there is usually neither time nor are there resources. Most programs do not offer Ph.D.s. Although teaching excellence is emphasized, one is often expected to maintain some interest and work in a research area. Occasional publications and papers at professional meetings are helpful and sometimes required in getting tenure, but teaching is most important.

Community Colleges are oriented toward freshmen and sophomore-level students. Teaching loads are heavy: about 45 quarter units per year. No research is expected. Community colleges are the most responsive to community wishes, and new courses are created as

*Curricula vitae is the plural of curriculum vitae; vita (or sometimes c.v.) is the singular shortened name.

CURRICULUM VITAE

Your Name Home Address Home and Business Phone	Do not include marital status and parental status, height, weight or health; birthdate is optional.
Area(s) of Interest:	Research Institutions: briefly describe then list course areas you could cover. Teaching Institutions: list course areas you would be able to teach, then briefly describe your research interests. Two-year Institutions: list possible teaching areas only. Restrict yourself to suitable freshmen and sophomore-level courses.
Dissertation:	Title, explanatory sentence if necessary, chair of committee if well-known.
Education:	Most recent first to BA/BS
Fellowships, Honors:	
Research Experience:	Institution, your title, length of time, brief description of projects. If you do not have paid experience, briefly describe research done in graduate work. Optional for community colleges.
Teaching Experience:	Institution, your title, length of time; titles of courses taught, level (lower or upper division) and number of quarters taught. List teaching assistantships here. Indicate whether student evaluations are available. Do not include heading if you have no experience.
Relevant Work Experience:	For community colleges and professional schools (e.g., Engineering), list and briefly describe relevant work experience. Do not include for most fields.
Publications & Papers:	List in preferred style your field, most recent first. Do not list this heading if you have none.
Articles in Progress:	May be helpful way to demonstrate what areas you are working in. Optional for two-year institutions.
Community Service (Optional):	If you have worked with community/campus groups and believe such work is an asset to your performance in an academic position, you may want to list such work here. Check with a trusted faculty member in your department to see whether such work is really an asset (it isn't always). Two-year institutions are often more interested in community service.
References:	List name, title, and academic address of three professors with whom you have worked (ask them first whether they are willing to write letters of recommendations). In some fields the name of a non-academic person for whom you have worked might be appropriate; check with aforementioned trusted faculty member.

Your vita should be limited to one page if possible.

JOBS IN HIGHER EDUCATION (CONT)

the demand for them emerges. Starting salaries tend to be higher in community colleges, but the ceiling is lower. Many positions are only part-time, but these part-time positions can sometimes be an entry to full-time positions later. There is usually a large number of applied art and technical programs.

Job Hunting at Colleges and Universities

Contact with colleges and universities is most properly initiated by mail in response to an opening or in a request for application. Your cover letter should be only one page in length and should summarize your research and teaching interests (emphasize the one of primary interest to the particular institution). Have a trusted faculty member review it before mailing it out. Institutions specializing in research interests and those specializing in teaching will look for their respective emphases. Do not show up uninvited (very unprofessional!), but do try through contacts to find out about the special needs and interests of the department so you can better write your cover letter (with teaching-centered colleges, for example, find out what courses they offer).

Should you make it past the first paper-sorting for a college or university position, you may be asked either to visit the campus for an interview or to meet with a representative of the department at a regional or national professional meeting. (As institutions throughout the country experience money shortages, the conventions take on a more important role. Try to present a paper at the conventions the year you are looking for a job so the department representative may note your "performance.") During your interview visit, you will meet with department members and will probably be expected to give a colloquium on your dissertation research. Attend colloquia in your department to see what they are like; if possible, give yours a practice run within your department before interviews. Expect to be quizzed about your research; the process may be much like your dissertation defense. Teaching-oriented schools will evaluate the colloquium as a sample of your teaching techniques as well as a display of your research knowledge; they may substitute teaching a class for a colloquium. All institutions will be observing your ability to interact socially with members of the department.

JOBS IN HIGHER EDUCATION (CONT)

Community colleges are best contacted in person through the employment office. Call first to get a copy of the vacancy announcement for any opening. Applications by mail usually receive serious consideration only when received at the time a position is available. Take your teaching-oriented vita and student ratings, if available, with you. Be prepared to answer questions about teaching and matters dealing with community college curricula and students. Research the school ahead of time and know what kind of courses they offer (and don't offer). Address yourself to courses within their scope of offerings, not your dissertation speciality. If you are invited to give a guest lecture in a class, remember that your audience will be college freshmen and sophomores, not graduate students and faculty.

Sources of Job Listings

Each field usually has a favored journal for advertising positions. These journals are listed by field in the section entitled "Departmental Information." Additionally, many academic and administrative positions are advertised in the Chronicle of Higher Education, a weekly newspaper available in many departments and library.

GOVERNMENT JOBS

A variety of job possibilities for graduate students exist within governmental agencies. Most government jobs above the GS-5 level require completion of two or more years in an accredited college.

The U. S. Public Health Service,(alone) for example, looks for persons specializing in such fields as medicine, dentistry, nursing, engineering, physical and biological sciences, sanitation, therapy, pharmacy and veterinary medicine. Some positions offer in-service training for medical, dental and pharmaceutical residencies. Training outside the service may also provide full and part-time academic training.

The Department of Health, Education and Welfare houses a number of other agencies for which graduate students might consider working, such as the Office of the Secretary, the Office of Education, the Social and Rehabilitation Service, the Social Security Administration, and the Food and Drug Administration.

Among the requirements to be eligible for employment with some agencies is the completion of the Professional and Administrative Career Examination (PACE). Tests are administered in January, March, May, September and November, and applications are available at post offices and through the Civil Service Commission. Make direct contact with agencies which interest you; the test route is not always the most efficient way of finding a job in government.

The mid-level (GS-9 - GS-11) federal government classification requires a potential candidate to fill out and submit a form. Persons holding Masters degrees and above or who have several years of work experience may qualify for consideration for positions in this category. Direct questions about these types of classification should be directed to the Job Information Center or the individual agencies.

RIGHTS AS A JOB SEEKER

When applying for a job, you are protected from discrimination by pre-employment hiring quidelines set by federal and state law. An employer or employment agency may not discriminate on the basis of race, color, creed, national origin, religion, handicaps, veteran's status, marital status or age. Pre-employment inquiries are one of the areas most often abused and are, therefore, most clearly addressed by civil rights legislation. Washington State laws forbids:

> pre-employment inquiries which convey to the applicant the impression that persons in a protected class (women, Black, Asian-Americans, Native Americans, and Hispanic Americans) will be discriminated against. Inquiries which would convey this impression to a reasonable person are prohibited whether or not they are made in connection with a discriminatory purpose.[1]

Unfair pre-employment inquiries may not be made on forms, during interviews, or of third parties (through contacts or letters of recommendation.) Information classified as an illegal inquiry that is volunteered by the applicant should not be recorded by the employer (and applicants should not offer such information).

The Washington State Human Rights Commission gives the following non-conclusive list of fair and unfair pre-employment inquiries.

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[1] Pre-employment Inquiries and Screening, Washington State Human Rights Commission, Olympia, September, 1975. pp. 2-3.

SUBJECT	FAIR PRE-EMPLOYMENT INQUIRIES	UNFAIR PRE-EMPLOYMENT INQUIRIES
a. Age	Inquiries as to birth date and proof of true age are permitted by RCW 49.44.090.	An inquiry not in compliance with RCW 49.44.090 which implies a preference for persons under 40 years of age.
(For age discrimination, RCW 49.44.090 must be read in conjunction with RCW 49.60.180 and .200. It limits age discrimination coverage to persons between the ages of 40 and 65, and makes other limitations and exceptions to the age discrimination law.)		
b. Arrests (See also Convictions)	None. (Law enforcement agencies are exempt from this rule). See WAC 162-16-050, discrimination in employment because of arrests.	All inquiries relating to arrests.
c. Citizenship	Whether applicant is prevented from lawfully becoming employed in this country because of visa or immigration status. Whether applicant can provide proof of citizenship, visa, alien registration number after being hired.	Whether applicant is citizen. Requirement before hiring that applicant present birth certificate, naturalization or baptismal record. Any inquiry into citizenship which would tend to divulge applicant's lineage, ancestry, national origin, descent, or birthplace.
d. Convictions (See also Arrests)	(1) Inquiries concerning specified convictions which relate reasonably to fitness to perform the particular job(s) being applied for, PROVIDED that such inquiries be limited to convictions for which the date of conviction or prison release, whichever is more recent, is within 7 years of the date of the job application. (2) Where the employer believes after careful consideration, that it is not practicable to inquire about specified convictions, the employer may inquire generally about all convictions for which the date of the convictions or prison release, whichever is more recent, is within 7 years of the date of the job application, PROVIDED that such general inquiries be accompanied by a disclaimer informing the applicant that a conviction record will not necessarily bar him or her from employment, (Law enforcement agencies are exempt from this rule. See WAC 162-16-060 for further guidance on proper use of conviction records).	Any inquiry which does not meet the requirements for fair-pre-employment inquiries.

SUBJECT	FAIR PRE-EMPLOYMENT INQUIRIES	UNFAIR PRE-EMPLOYMENT INQUIRIES
e. Family	Whether applicant can meet specified work schedules or has activities, commitments, or responsibilities that may prevent him or her from meeting work attendance requirements.	Specific inquiries concerning spouse, spouse's employment or salary, children, child care arrangements, or dependents.
f. Handicap	Whether applicant has certain specified sensory, mental, or physical handicaps which relate reasonably to fitness to perform the particular job. Whether applicant has any handicaps or health problems which may effect work performance or which the employer should take into account in determining job placement.	Over-general inquiries (e.g. "Do you have any handicaps?") which would tend to divulge handicaps or health conditions which do not relate reasonably to fitness to perform the job.
g. Height & Weight	Inquiries as to ability to perform actual job requirements. Being of a certain height or weight will not be considered to be a job requirement unless the employer can show that no employee with the ineligible height or weight could do the work.	Any inquiry which is not based on actual job requirements.
h. Marital Status (See also Name & Family)	None.	( ) Mr., ( ) Mrs., ( ) Miss, ( ), Ms. Whether the applicant is married, single, divorced, separated, engaged, widowed, etc.
i. Military	Inquiries concerning education, training, or work experience in the armed forces of the United States.	Type or condition of military discharge. Applicant's experience in other than U. S. armed forces. Request for discharge papers.
j. Name	Whether applicant has worked for this company or a competitor under a different name and, if so, what name. Name under which applicant is known to references if different from present name.	Inquiry into original name where it has been changed by court order or marriage. Inquiries about a name which would divulge marital status, lineage, ancestry, national origin, or descent.
k. National Origin	Inquiries into applicant's ability to read, write and speak foreign languages, when such inquiries are based on job requirements.	Inquiries into applicant's lineage, ancestry, national origin, descent, birthplace, or mother tongue. National origin or applicant's parent or spouse.

	SUBJECT	FAIR PRE-EMPLOYMENT INQUIRIES	UNFAIR PRE-EMPLOYMENT INQUIRIES
l.	Organizations	Inquiry into organization memberships, excluding any organization name or character of which indicates the race,color, creed, sex, marital status, religion, or national origin or ancestry of its members.	Requirement that applicant list all organizations, clubs, societies, and lodges to which he or she belongs.
m.	Photographs	May be requested after hiring for identification purposes.	Request that applicant submit a photograph, mandatorily or optionally, at any time before hiring.
n.	Pregnancy (See also Handicap)	Inquiries as to a duration of stay on the job or anticipated absences which are made to males and females alike.	All questions as to pregnancy, and medical history concerning pregnancy and related matters.
o.	Race or Color	None.	Any inquiry concerning race or color of skin, hair, eyes, etc.
p.	Relatives	Names of applicant's relatives already employed by this company or by any competitor.	Names and address of any relative other than those listed as proper.

(While the law does not directly prohibit company policies governing the employment of relatives, any policy which has the effect of disadvantaging minorities, women, married couples, or other protected classes, would be a violation of the law unless it is shown to serve a necessary business purpose.)

q.	Religion or Creed	None.	Inquiries concerning applicant's religious denomination, religious affiliations, church, parish, pastor, or religious holidays observed.
r.	Residence	Inquiries about address to the extent needed to facilitate contacting the applicant.	Names or relationship of persons with whom applicant resides. Whether applicant owns or rents home.

RIGHTS AS A JOB SEEKER (cont)

Employment agencies may not accept job orders which express a preference, specification or limitation as to the race, sex, marital status, age, creed, color, or physical, mental or sensory conditions of applications, except when such qualification are a Bona Fide Occupational Qualification (BFOQ), e.g. actor or locker-room attendant.

Job advertisements or solicitations for applicants should exclude specifications or implications of a discriminatory nature. If engaged in an affirmative action program correcting legally recognized past deficiencies, an employer may in some cases give preferences to or encourage applications from members of a particular race, sex or other group.

If you are asked any of the illegal questions and do not get the job, you have grounds for a discrimination complaint. Contact:

Washington State Human Rights Commission 1601 2nd Avenue Building 4th Floor Seattle, Washington 98101 464-6500	Washington State law prohibits discrimination in employment, pre-employment inquiries, employment application forms, and advertisements on the basis of age, sex, marital status, race, creed, color or national origin. This applies to employers and employment agencies.
Equal Employment Opportunity Commission 414 Olive Way, 4th Floor Seattle, Washington 98104 442-0968	Handles complaints dealing with discrimination because of race, color, religion, sex or national origin by private employer, labor union, employment agency, state or local government, educational institution.
Office of Civil Rights Dept. of H.E.W. 1321 Second Avenue Seattle, Wash. 98101 442-0473	For a complaint on the basis of race, color, sex, national origin, religion or handicap on the part of any organization receiving U. S. Dept. of H.E.W. funds.
Office of Federal Contract Compliance, Dept. of Labor 909 First Avenue Seattle, Washington 98174 442-4508	For a complaint of discrimination on the basis of race, color, sex, national origin, religion, age, or handicap on the part of government contactors or contractors performing under federally assisted construction projects.
City of Seattle Office of Human Rights 105 14th Avenue Seattle, Washington 98122 625-4381	Complaints regarding violation of City of Seattle fair employment, open housing, and contract compliance ordinances.
City of Seattle Office of Women's Rights Smith Tower Building Seattle, Washington 98101	Concerns about possible discrimination may be discussed on a confidential basis. Purpose is to insure equal opportunity for women and sexual minorities.

RIGHTS AS A JOB SEEKER (cont)

Placement Center
301 Loew Hall
University of Washington
Seattle, Washington 98195
543-0535

If you feel you have been discriminated against by an employer using the Placement Center, please notify the Center giving the name of employer and the act of discrimination.

DEPARTMENTAL INFORMATION

The following information was supplied by UW departments about their particular fields. The journals listed are the major sources of job announcements; and, where indicated, the professional societies also provide employment services. Professional society meetings, even with no employment services, serve as means for informal contacts and for professional exposure. Check in your related departments for details.

COLLEGE OF ARCHITECTURE AND URBAN PLANNING

Department: ARCHITECTURE

Job Location: Departmental Office and Job-File Notebook

Job Possibilities: Academic, general contracting firms, architectural firms, planning agencies, product research and development, drafting and designing, construction management.

Professional Societies: American Institute of Architects

Sisters For A Human Environment (SHE)
Regional Meeting: monthly

Department: URBAN PLANNING

Job Location: Departmental Office

Job Possibilities: Public agencies, private consulting firms, legislative assistants, teaching.

Job Advertising Sources: The Journal of the American Institute for Planners

Professional Societies: American Institute of Planners
Annual Meeting: October
Regional Meeting: August

American Society Planning Officials
Annual Meeting: April

Other Information: Both the national and local chapter (Washington State, American Institute of Planners) have an employment service and provide special services to women and minorities.

COLLEGE OF ARTS AND SCIENCES

Department: ANTHROPOLOGY

Job Location: Departmental Office

Job Possibilities: Academic, consultant services, private research organizations, research associates, social and health services, post-doctoral fellowships, state and federal agencies, museums.

Job Advertising Sources: American Anthropologist
American Antiquity and Memoirs
American Journal of Physical Anthropology
Anthropology Newsletter

Professional Societies: American Anthropological Association
Annual Meeting: approximately November
Regional Meeting: approximately March

Other Information: The above society has an employment service and runs an annual meeting job bulletin board and provides special services to women and minorities.

COLLEGE OF ARTS AND SCIENCES

Department/Division:	ART/ART HISTORY
Job Location:	Graduate Advising Office
Job Possibilities:	Teaching, federal and state art commission projects, private employment (sculpture foundries, private commissions, film documentaries, etc.).
Job Advertising Sources:	College Art Association Chronicle for Higher Education
Professional Societies:	The College Art Association of America Annual meeting: March-April
	American Association of University Professors
	National Art Education Association
Other Information:	The College of Art Association of America has an employment service and runs an annual meeting job bulletin board.
Department:	ASIAN LANGUAGES AND LITERATURE
Job Location:	Departmental Office
Job Possibilities:	Academic, government service and research, intelligence agencies; airlines, business and trading companies.
Job Advertising Sources:	Newsletter of the Modern Language Newsletter of the Association of Asian Studies
Professional Societies:	American Oriental Society Annual Meeting: March
	Association of Asian Studies Annual Meeting: March
Other Information:	Both the above professional societies have employment services, run annual meeting job bulletin boards and provide special services to women and minorities.
Department:	ASTRONOMY
Job Location:	Departmental Office
Job Possibilities:	Academic, post-doctoral research, industrial and government
Job Advertising Sources:	American Astronomical Society Placement Service
Professional Societies:	Astronomical Society Annual Meeting: December and June
Other Information:	The American Astronomical Society has an employment service.

** See Atmospheric Sciences under "Additional Departments"

COLLEGE OF ARTS AND SCIENCES

Department:	BOTANY
Job Location:	Departmental Office
Job Possibilities:	Academic, consulting firms, state and local Departments of Ecology, public health and water treatment plants, agricultural chemical firms.
Job Advertising Sources:	SCIENCE
Professional Societies.	American Society of Plant Physiologists American Association for the Advancement of Science American Institute of Biological Sciences

Department:	CHEMISTRY
Job Location:	Departmental Office
Job Possibilities:	Academic, government research labs, industrial labs, other governmental organizations.
Job Advertising Sources:	Bagley Bulletin Chemical and Engineering News Edition
Professional Societies:	Chemical Society Annual Meeting: August-September, March Puget Sound Section of the American Chemical Society Regional Meeting: June

Department:	CLASSICS
Job Location:	Departmental Bulletin Board
Job Possibilities:	Academic, government, state, museum work, publishing
Professional Societies:	American Philosophical Association; Annual Meeting: Winter
Other Information:	There is a western association; contact department for information.

Department:	COMMUNICATIONS
Job Location:	Student Services Center; 118 Communications Bldg. Department Bulletin Board
Job Possibilities:	Academic, research; including government agencies, information specialists, print and electronic media.
Professional Societies:	Association for Education in Journalism Annual Meeting: August
Other Information:	The above society has an employment service and provides special services to women and minorities. They also publish a general as well as a minorities newsletter.

COLLEGE OF ARTS AND SCIENCES

Department:	COMPARATIVE LITERATURE
Job Location:	Bulletin Board
Job Possibilities:	Academic
Job Advertising Sources:	Comparative Literature Studies Yearbook of Comparative Literature Comparative Literature
Professional Societies:	American Comparative Literature Association Meetings: triannually
Department:	EAST ASIAN STUDIES
Job Location:	Department Bulletin Board
Job Possibilities:	State jobs, banks, civil service, government (such as Veterans Administration, military, CIA, etc.).
Professional Societies:	Association for Asian Studies Annual Meeting: March-April Regional Meeting: May
Other Information:	The Association for Asian Studies has an employment service and provides special services to women and minorities.
Department:	ECONOMICS
Job Location:	Department
Job Possibilities:	Academic, business, government
Job Advertising Sources:	"JOE" (Jobs Opportunities in Economics)
Professional Societies:	American Economics Association Annual Meeting: September
Other Information:	The above society has an employment service and provides special services to women and minorities.
Department:	ENGLISH
Job Location:	Graduate Office and Department Newsletter
Job Possibilities:	Academic, business, publishing, editing, civil service
Job Advertising Sources:	Modern Language Association Job Jotting (department newsletter)
Placement/Department:	Professor William H. Matchett Department of English University of Washington

COLLEGE OF ARTS AND SCIENCES

Department:	ENGLISH (cont)
Professional Societies:	Modern Language Association Annual Meeting: December Regional Meeting: November
Other Information:	The Modern Language Association has an employment service. and provides special services to women and minorities.
Department:	GENETICS
Job Location:	Department Bulletin Board
Job Possibilities:	Academic, pharmaceutical companies, research institutions
Job Advertising Sources:	SCIENCE Journal of Bacteriology Journal of Virology Proceedings of the National Academy of Sciences Molecular and General Genetics Journal of Molecular Biology
Professional Societies:	General Society of America Annual Meeting: August or September American Society of Human Genetics Annual Meeting: October
Other Information:	Both the above professional societies have employment services and run annual meeting job bulletin boards.
Department:	GEOGRAPHY
Job Location:	Graduate Student Bulletin Board and Department
Job Possibilities:	M.A.: teaching, planning, private enterprises Ph.d.: academic positions Others: public affairs, marketing, industrial analysis, foreign study, cartographic production agencies.
Job Advertising Sources:	The Association of American Geographers (AAG) The Professional Geographer
Professional Societies:	Association of American Geographers Annual Meeting: April Association of Pacific Coast Geographers Regional Meeting: June Regional Science Association Annual Meeting: November Western Regional Science Association Regional Meeting: February
Other Information:	The Association of American Geographers (national and local) has an employment service, run annual meeting job bulletin boards and provide special services to women and minorities.

COLLEGE OF ARTS AND SCIENCES

Department:	GEOLOGICAL SCIENCES
Job Location:	Department
Job Possibilities:	Academic; oil companies, mining, engineering, resource exploration (metals, energy, petroleum)
Job Advertising Sources:	Geotimes SCIENCE
Professional Societies:	Geological Society of America Annual Meeting: November Cordilleran Section, Geological Society of America Regional Meeting: April America Geophysical Union Annual Meeting: April Northwest American Geophysical Union Regional Meeting: October
Other Information:	The Cordilleran Section of the Geological Society of America has an employment service and runs an annual job bulletin board.

Department:	GERMANIC LANGUAGES AND LITERATURE
Job Location:	Department mailroom
Job Possibilities:	Academic, editorial or library work
Job Advertising Sources:	Modern Language Association
Professional Societies:	Modern Language Association Annual Meeting: December American Association for the Teachers of German c/o Mr. Harry Reinert 3800 196th S. W. Lynnwood, Washington 98006

Department:	HISTORY
Job Location:	Placement Committee members, office of History and the Graduate Student Bulletin Board
Job Possibilities:	Academic, research, writing for public and private agencies.
Job Advertising Sources:	American Historical Association Employment Information Bulletin Newsletter and the American Historical Review Pacific Historical Review
Professional Societies:	American Historical Association Annual Meeting: December Regional Meeting: August

COLLEGE OF ARTS AND SCIENCES

Department:	HISTORY (cont)
Departmental Placement Committee:	Professor Robert Burke Professor Solomon Katz Professor Joan Ullman
Other Information:	The National American Historical Association has an employment service and provides special services to women and minorities.
Department:	HOME ECONOMICS
Job Location:	Posted in the Advisory Office and Main Office
Job Possibilities:	Hospital dietetics, state health departments, nutritionist, secondary schools, college and university teaching, fashion design, county extension services.
Job Advertising Sources:	Journal of Home Economics Journal of the American Dietetics Association
Professional Societies:	American Home Economics Association Annual Meeting: June Regional Meeting: May Handweavers Guild of America, Inc. American Association of Textile Colorists and Chemists Costume Society Fashion Group International American Costume Society American Home Economics Association Association of College Professors of Textiles and Clothing Apparel Studies Association of Canada American Society for Textiles and Materials
Other Information:	The American Home Economics Association has an employment service, runs a job bulletin board and provides special services to women and minorities.
Department:	LINGUISTICS
Job Location:	Department Bulletin Board
Job Possibilities:	Academic mostly
Professional Societies:	Linguistic Society of America Regional Meeting: July, December
Other Information:	The above society has an employment service.

COLLEGE OF ARTS AND SCIENCES

Department:	MATH
Job Location:	Bulletin Board outside of Graduate Office
Job Possibilities:	Teaching, government, contract research firms
Job Advertising Sources:	Employment Information for Mathematicans
Professional Societies:	American Mathematical Society Annual Meeting: January The Mathematical Association of America Annual Meeting: January American Statistical Association Annual Meeting: August The American Statistical Association Committee on Women in Statistics
Department:	MUSIC
Job Location:	Department's Main Office
Job Possibilities:	M.A.: public school teaching, community colleges, some universities. Ph.d.: college teaching Others: studio teaching, symphony orchestras, singing
Job Advertising Sources:	Musical Quarterly Musical Times Journal of Music Theory Journal for Research in Music Education
Professional Societies:	College Music Society Annual Meeting: October National Association of School of Music Annual Meeting: November Washington State Music Educators Association Annual Meeting: Biennial
Department:	NEAR EASTERN LANGUAGES AND LITERATURE
Job Location:	Department
Job Possibilities:	Community college teaching, industry, government, libraries
Job Advertising Sources:	Bulletin of Middle East Studies Association
Professional Societies:	Middle East Studies Association Annual Meeting: November
Other Information:	The Middle East Studies Association has an employment service and provides special services to women and minorities.

COLLEGE OF ARTS AND SCIENCES

Department:	OCEANOGRAPHY
Job Location:	Department and in "Jobs Notebook"
Job Possibilities:	Government, academic, consulting firms
Professional Societies:	Geochemical Society American Chemical Society American Society of Limnology & Oceanography, Inc. Geological Society of America American Geophysical Union American Physical Society
Other Information:	The American Geophysical Union and Geological Society of America have employment services, run employment job bulletins and provide special services to women and minorities.

Department:	PHILOSOPHY
Job Location:	Department
Job Possibilities:	Academic (college-level with Ph.D.)
Professional Societies:	American Philosophical Association Pacific Division, American Philsophical Association Regional Meeting: March
Other Information:	Both the national and local chapter of the American Philosophical Association have employment services and provide special services to women and minorities.

Department:	PHYSICS
Job Location:	Departmental Bulletin Board and chairman's secretary office
Job Possibilities:	Academic, industry and government laboratories
Job Advertising Sources:	Physics Today
Professional Societies:	American Physical Society Annual Meeting: late January American Association of Physics Teachers (AAPT) Annual Meeting: Late January or June Regional Meeting: Irregular Schedule Society of Physics Students (SPS) Regional Meeting: Irregular Schedule Pacific Northwest Association for College Physics (PNACP) Local Chapter

**See Physical Education under "Additional Departments"

COLLEGE OF ARTS AND SCIENCES

Department:	POLITICAL SCIENCE
Job Location:	Chairman's Office
Job Possibilities:	Teaching; college level, government positions, administrative work.
Job Advertising Sources:	American Political Science Association Personnel Services Newsletter
Professional Societies:	American Political Science Association Regional Meeting: October Pacific Northwest Political Science Association Regional Meeting: April
Other Information:	The above societies have employment services, run job bulletin boards and provide special services to women and minorities.

Department:	PSYCHOLOGY
Job Location:	Chairman's Secretary Office
Job Possibilities:	Academic, clinical, industrial, government, hospital, mental health centers, private practice, research laboratories
Job Advertising Sources:	Annual Review of Psychology American Psychological Employment Bulletin American Psychological Association Monitor
Professional Societies:	American Psychological Association Annual Meeting: September Western Psychological Association Annual Meeting: April Association of Black Psychologists Association for Women in Psychology
Other Information:	The American and Western Psychological Associations have employment services, run job bulletin boards, and provide special services to women and minorities.

Department:	ROMANCE LANGUAGES AND LITERATURE
Job Location:	Graduate Advisory Office and Departmental Mail Room
Job Possibilities:	Academic, library work, interpreting & translating, publishing, business, public relations, and personnel work.
Job Advertising Sources:	Modern Language Association Job List
Professional Societies:	Modern Language Association Annual Meeting: December
Other Information:	The above society has an employment service and an employment bulletin board at its annual meetings.

COLLEGE OF ARTS AND SCIENCES

Department:	SCANDINAVIAN LANGUAGES AND LITERATURE
Job Location:	Departmental Newsletter and Bulletin Board
Job Possibilities:	Academic, librarianship, business, foreign service
Professional Societies:	Society for the Advancement of Scandinavian Study Annual Meeting: May
Other Information:	The above society has an employment service.
Department:	SLAVIC LANGUAGES AND LITERATURE
Job Location:	Department
Job Possibilities:	Academic, federal government
Professional Societies:	Modern Language Association Annual Meeting: December American Association of Teachers of Slavic and East European Languages Annual Meeting: December Washington Chapter, American Association of Teachers of Slavic and East European Languages Regional Meeting: Spring
Other Information:	The Modern Language Association & the American of Teachers of Slavic and East European Languages have employment services.
Department:	SOCIOLOGY
Job Location:	Department
Job Possibilities:	Academic mostly, research, government agencies, state and federal, service organizations and private corporations.
Job Advertising Sources:	The Journal of the American Sociological Association
Professional Societies:	American Sociological Association Annual Meeting: August Pacific Sociological Association Regional Meeting: April
Other Information:	Both of the above societies have employment services, run annual job bulletin boards and provide special services to women and minorities.

COLLEGE OF ARTS AND SCIENCES

Department:	SPEECH COMMUNICATIONS
Job Location:	Department
Job Possibilities:	Business, government, college and university teaching
Job Advertising Sources:	The Journal of the Speech Community Association
Professional Societies:	Western Speech Communication Association Annual Meeting: Fall
Other Information:	The above society has an employment service, runs an annual job bulletin board and provide special services to women and minorities.
Department:	ZOOLOGY
Job Location:	Chairman's Secretary Office
Job Possibilities:	Academic, government agencies in ecology and environmental studies, private industry, consulting, pest control, pharmaceutical, chemical, medical and dental research
Professional Societies:	Contact Zoology Department for societies.

SCHOOL OF BUSINESS ADMINISTRATION

Job Location:	Within each sector of the School
Job Possibilities:	Managerial business oriented jobs.
Professional Societies:	American Accounting Association Annual Meeting: August Regional Meeting: May
Placement/Employment Services:	Ms. Phyllis Needy Placement Center University of Washington
Other Information:	Contact the School of Business Administration for specific information regarding field of interest.

EDUCATION

Department:	Education
Job Location:	Graduate and area bulletin boards
Job Possibilities:	Teaching, school and college administration, school and community mental health counseling, governmental service agencies.

EDUCATION

Department:	EDUCATION (cont)
Job Advertising Sources:	Contact Program Graduate Advisor 222 Miller Hall
Professional Societies:	American Educational Research Association
Placement/Employment Services:	Dr. Ivan Settles Placement Center University of Washington

COLLEGE OF ENGINEERING

Department:	AERONAUTICS AND ASTRONAUTICS
Job Location:	Bulletin Board
Job Possibilities:	Engineering, applied physics development and research with aerospace industry and government organizations.
Job Advertising Sources:	The Journal of the American Institute of Aeronautics and Astronautics
Professional Societies:	American Institute of Aeronautics and Astronautics Annual Meeting: January AIAA Pacific Northwest Regional Meeting: Monthly

Department:	MINING, METALLURGICAL & CERAMIC ENGINEERING
Job Location:	Department
Job Possibilities:	Industrial, research, sales, engineering.
Job Advertising Sources:	Metal Progress The Journal of Metals The American Ceramic Society Booklet
Professional Societies:	American Society for Metals Annual Meeting: October Puget Sound Chapter of American Society for Metals Regional Meeting: meets Tuesdays of each month American Ceramic Society Annual Meeting: April Pacific Northwest Section, American Ceramic Society Regional Meeting: October
Other Information:	The Pacific Northwest Section (ACS) has an employment service and runs an annual job bulletin board.

COLLEGE OF ENGINEERING

Department: MECHANICAL ENGINEERING

Job Location: Bulletin Board

Job Possibilities: Industrial firms

Professional Societies: American Society of Mechanical Engineers
Annual Meeting: 1st week of December

Western Washington Section of the American Society of Mechanical Engineers

COLLEGE OF FISHERIES

Department: FISHERIES

Job Location: Five different locations, within the College

Job Possibilities: Private consulting, private employers, food technology, biologists, plant operations, fishing operations.

Job Advertising Sources: Annual Report for the College of Fisheries
Sport Fishing Institute Bulletin

Professional Societies: Western Division, American Fisheries Society
Ronald Goede

American Society, Ichthyologist Herpetologists

American Institute of Fisheries Research Biologists
Annual Meeting: August

Northwest Washington District, American Institute of Fisheries Research Biologists
Regional Meeting: monthly

World Mariculture Society
Annual Meeting: January

National Shellfisheries Association
Annual Meeting: June

Pacific Coast Section - National Shellfisheries Association
Regional Meeting: September

SubUnit: FOOD SCIENCE - FISHERIES

Professional Societies: American Chemical Society
Annual Meeting: Spring

Agricultural Engineering
Annual Meeting: December & Spring

Institute of Food Science
Annual Meeting: June

Other Information: The societies under Food Science have employment services and run annual job bulletin boards.

COLLEGE OF FISHERIES

Department: FISHERIES (cont)

SubUnit: FOOD SCIENCE

Professional Societies Cont:

American Public Health Association
American Institute of Chemical Engineers
American Society for Microbiology

COLLEGE OF FOREST RESOURCES

Department: FOREST RESOURCES

Job Location: Department

Job Possibilities: Academic, resource management or research with private industry or public resource agencies, technical positions in forest products.

Professional Societies:

Society of American Foresters
Annual Meeting: Fall

Puget Sound Chapter, Society of American Foresters
Regional Meeting: Monthly

Forest Products Research Society
Annual Meeting: Monthly

Other Information: The Society of American Foresters and Forest Products Research Society have employment services.

SCHOOL OF LAW

Department: LAW

Job Location: Placement bulletin board, School Placement Coordinator

Job Possibilities: Academic, practicing law in firms and agencies, accountant-lawyers, insurance, private practice, clerks.

Professional Societies:

American Bar Association
Annual Meeting: August

National Bar Association
Annual Meeting: July

Loren Miller Law Club, Local Chapter

Washington State Bar Association
Regional Meeting: September

Other Information: The National Bar Association and the Washington State Bar Association have employment services and provide special services to women and minorities.

COLLEGE OF LIBRARIANSHIP

Department:	LIBRARIANSHIP
Job Location:	Departmental Bulletin Boards
Job Possibilities:	Academic, schools, public, governmental, business, and industrial libraries, institutions and organizations.
Job Advertising Sources:	American Libraries
Professional Societies:	American Library Association Annual Meeting: Early summer, mid-winter American Society for Information Science Annual Meeting: Autumn, mid-year in Spring Pacific Northwest, American Society for Information Science Medical Library Association Annual Meeting: Early summer Pacific Northwest Regional Group, Medical Library Association Regional Meeting: Early Autumn Special Library Association Annual Meeting: June Pacific Northwest Library Association Regional Meeting: Approximately monthly
Other Information:	The Pacific Northwest Regional Group, American Society for Information Science have employment services, run annual job bulletin board and provide special services to minorities and women. The Pacific Northwest Regional Group, Medical Library Association have employment service and run bulletin board. The Pacific Northwest Library Association has an employment service.

SCHOOL OF MEDICINE

Department:	BIOLOGICAL STRUCTURE
Job Location:	Departmental Office
Job Possibilities:	Academic and research
Job Advertising Sources:	American Association of Anatomists SCIENCE
Professional Societies:	American Association of Anatomists Annual Meeting: mid-April American Society for Cell Biology Annual Meeting: Mid-November
Other Information:	Both of these societies have employment services and run annual meeting job bulletin boards.

**See Biochemistry under "Additional Departments"

SCHOOL OF MEDICINE

Department:	BIOMEDICAL HISTORY
Job Location:	Department Bulletin Board
Job Possibilities:	Recent graduates have found employment in areas for which they trained in other programs (e.g. medicine), library and museum work.
Job Advertising Sources:	Bulletin of the History of Medicine Alicead Sciences IRIS
Professional Societies:	American Association for the History of Medicine Annual Meeting: May
Department:	PHARMACOLOGY
Job Location:	Graduate Student Bulletin Board
Job Possibilities:	Academic, drug industry, government and private research groups.
Job Advertising Sources:	SCIENCE The Journal of Pharmacology and Experimental Therpautics
Professional Societies:	Federation of American Societies for Experimental Biology Annual Meeting: April American Society for Pharmacology and Experimental Therapuetics Annual Meeting: August Western Pharmacology Society Annual Meeting: January
Other Information:	The Federation of American Societies for Experimental Biology and the American Society for Pharmacology and Experimental Therapeutics have employment services and provide special services to women and minorities.
Department:	PHYSIOLOGY AND BIOPHYSICS
Job Location:	Department Front Office
Job Possibilities:	Research institutes, post-doctoral fellowships
Job Advertising Sources:	SCIENCE Federation of American Societies for Experimental Biology Biology Biphysics Placement
Professional Societies:	American Physiological Society Annual Meeting: April, August or September Biophysics Society Annual Meeting: February

SCHOOL OF MEDICINE

Department:	PHYSIOLOGY AND BIOPHYSICS (cont)
Professional Societies:	Society of Neuroscience Annual Meeting: November
	Society of Neuroscience, Region III, Northwest Chapter Regional Meeting: Varies
Other Information:	Both of these societies have employment services and provide special services to women and minorities.

SCHOOL OF NURSING

Department:	SCHOOL OF NURSING
Job Location:	Graduate School Bulletin Board and in the Front Office
Job Possibilities:	Clinicians, teachers, administrators.
Job Advertising Sources:	American Journal of Nursing Nursing Outlook
Professional Societies:	National League for Nursing Annual Meeting: Spring
	American Nurses Association, Inc. Annual Meeting: Spring
	Washington State Nurses Association Regional Meeting: Spring
Department:	COMMUNITY HEALTH CARE SYSTEMS
Job Location:	In the Department
Job Possibilities:	Neighborhood health clinics, primary health care sites, teaching.
Professional Societies:	N.W. Chapter, Nurses Practitioner Interest Group Regional Meeting: February
	Nurses Practitioner Interest Group Annual Meeting: November
	Council on Family Nurse Practitioners/Clinicians
Department:	PSYCHOSOCIAL NURSING
Job Location:	Posted in the Reception Area
Job Possibilities:	Instructor, clinical coordinator, psychiatric services.
Professional Societies:	American Nurses Association Annual Meeting: June

SCHOOL OF NURSING

Department:	PSYCHOSOCIAL NURSING (cont)
Professional Societies:	King County Nurses Association, Inc. Regional Meeting: March
Other Information:	The national and regional societies have employment services and provide special services to women and minorities.
Department:	PHYSIOLOGICAL NURSING
Professional Societies:	Association for Gerontology in Higher Education Annual Meeting: Late Winter The Gerontological Society Annual Meeting: Early Fall Western Gerontology Society Regional Meeting: Spring American Geriatrics Society, Inc. Annual Meeting: Spring
Other Information:	The above societies have employment services.

SCHOOL OF PHARMACY

Department:	PHARMACEUTICAL SCIENCES
Job Location:	Departmental Office
Job Possiblities:	Private industry, government services
Job Advertising Sources:	Journal of the Association of Colleges of Pharmacy
Professional Societies:	American Association of Colleges of Pharmacy Annual Meeting: Varies American Pharmaceutical Association Annual Meeting: Varies
Other Information:	The American Pharmaceutical Association runs an annual job bulletin board and has an employment service.

GRADUATE SCHOOL OF PUBLIC AFFAIRS

Department:	PUBLIC AFFAIRS
Job Location:	Student Lounge Bulletin Board
Job Possibilities:	Administrative assistant, program analyst, budget analyst, evaluator, management intern positions, government, local and federal, state and non-profit organizations.
Job Advertising Sources:	American Society for Public Administrators (RECRUITER)

GRADUATE SCHOOL OF PUBLIC AFFAIRS

Department:	PUBLIC AFFAIRS (cont)
Professional Societies:	American Society for Public Administration Annual Meeting: March-April Puget Sound Chapter, American Society for Public Administration Regional Meeting: Spring
Other Information:	Both of these societies have employment services for women and minorities.
Placement/Employment Services:	Sheila Vortman Graduate School of Public Affairs University of Washington

SCHOOL OF PUBLIC HEALTH AND COMMUNITY MEDICINE

Department:	SCHOOL OF PUBLIC HEALTH AND COMMUNITY MEDICINE
Job Location:	Bulletin Board
Job Possibilities:	Most are non-academic jobs.
Professional Societies:	American Public Health Association Annual Meeting: November
Other Information:	The American Public Health Association has an employment service.

SCHOOL OF SOCIAL WORK

Department:	SOCIAL WORK
Job Location:	Job announcements received are forwarded to the University Placement Center.
Job Possibilities:	All fields (i.e. agencies, programs, institutions).
Job Advertising Sources:	The Journal of the National Association of Social Workers "Social Work" The Journal of Education for Social Work The Social Service Review Social Case Work
Professional Societies:	National Association of Social Workers Annual Meeting: May Council on Social Work Education Annual Meeting: Late February
Other Information:	The National Association of Social Workers has an employment service and provides special services to women and minorities. The Council on Social Work Education has an annual job bulletin board and provides special services to women and minorities.

GRADUATE SCHOOL

Department:	BIOMATHEMATICS
Job Location:	Departmental Bulletin Board
Job Possibilities:	Biomathematician, biometrician, statistician.
Job Advertising Sources:	Employment for the Mathematician Biometrics Mastat NEWS
Professional Societies:	American Mathematical Society American Statistical Association Biometric Society Institute of Mathematical Statistics
Department:	COMPUTER SCIENCE
Job Location:	117 Sieg Hall
Job Possibilities:	Jobs related to computer programming in industry, business and government, design and application.
Job Advertising Sources:	Communications for the Association for Computery Machinery Journal Association for Computery Surveys Association Computing Machinery
Professional Societies:	Association for Computing Machinery Annual Meeting: October Puget Sound Chapter, Association for Computing Machinery Regional Meeting: Monthly
Department:	HEALTH ADMINISTRATION AND PLANNING
Job Location:	Bulletin Board
Job Possibilities:	Hospital administrator, clinic manager, health planner.
Professional Societies:	American Health Administration
Placement/Employment Services:	Dr. William L. Dowling, Ph.D. Graduate Programs in Health Services University of Washington

ADDITIONAL DEPARTMENTS

COLLEGE: ARTS AND SCIENCES

Department:	ATMOSPHERIC SCIENCES
Job Location:	Departmental Office and Bulletin Boards
Job Possibilities:	Research Teaching, consulting firms, government civil service.
Job Advertising Sources:	SCIENCE Journal of Atmospheric Sciences Journal of Applied Meteorology Monthly Weather Review
Professional Societies:	American Meteorology Society Annual Meeting: January Puget Sound Chapter, American Meteorology Society Regional Meeting: June
Other Information:	The above society has an employment service and provides special services to women and minorities.

Department:	PHYSICAL AND HEALTH EDUCATION
Job Location:	Bulletin Board in Main Office
Job Possibilities	Sports Administration; high school and community college, community agencies, exercise rehabiliation and physical fitness centers.
Professional Societies:	American Alliance for Health, Physical Education and Recreation Annual Meeting: April Regional Meeting: October
Other Information:	The above society has an employment service and runs an annual meeting job bulletin board. The society also provides special services to women and minorities.

SCHOOL: MEDICINE

Department:	
Job Location:	Posted on Bulletin Boards
Job Possibilities:	Primarily postdoctoral positions at academic institutions, government laboratories, hospitals, private industry.
Professional Societies:	American Society of Biological Chemists Annual Meeting: April
Other Information:	The above society has an employment service.